



## GIVING “AES CLUB DIRECTOR” RIGHTS TO CLUB STAFF

In addition to the Organization Admin, other club staff members can be provided with “Club Director” designation IN AES which gives them rights within the club’s AES account for the purposes of registering teams for tournaments, facilitating registration fee payments and submitting tournament team rosters.

*This designation in AES does **NOT** give the staff member Club Director or Organization Admin rights in SportsEngine.*

1. The Club’s SE Organization Admin ONLY can log into the club’s AES account (using the same username and password as they use to log into the club’s SE HQ).
2. Click on “User Management” on the left navigation bar.
3. Find the staff member who should be assigned AES Club Director rights and add a check to the “Club Director” box to the right of the staff member’s name.

Last Name	First Name	Email	Club Director	Staff	Player	Actions
Hofstede	Annie	ahofstede3@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kroll	Hannah	hkroll09@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

4. The assignee can now log into their own AES account (using the same username and password that they use in SportsEngine) and they will be able to access the Club’s AES account.

**If a staff member cannot be found in the Club’s User Management tab in AES, he/she can be added manually.**

1. Click on **Staff** on the left navigation bar. Then click the green **Add Staff** button once the staff list screen appears.

Last Name	First Name	Birth Date	USAV
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No results found. Add Staff or Import Staff

Import Staff Export Staff Remove Staff Add Staff

2. Complete the **Staff Profile** information that is required\*. Also, include the email address that the member uses to log into their own SportsEngine account. Click **Create Staff**.

The screenshot shows the 'Staff Profile' form in the SportsEngine interface. The left sidebar contains navigation links: CLUB DETAILS (Info, Teams), EVENTS (My Events, Register), MEMBERS (Players, Staff), User Management, and DATA MANAGEMENT (Import, Export). The 'Staff' link is highlighted. The form fields include: Birth Date (mm/dd/yyyy), Gender (dropdown), Address Line 1 and 2, City, State (dropdown), Zip, Country (dropdown, set to United States of America (USA)), Contact information (Email, Phone, Cell Phone), Volleyball section (Is Pavo Official, Pavo Board, Is Extended Official), USAV Number, and Email Notification Preferences. At the bottom, there are three buttons: 'Create Staff' (highlighted in red), 'Create More Staff', and 'Cancel'.

3. If the member does not yet have an AES account, on the User Management tab under “Actions” on the far right, you will see an **Invite** link - click this to send an email to the member asking them to set up their AES account.

The screenshot shows the 'User Role Management' table in the SportsEngine interface. The left sidebar is the same as the previous screenshot, with 'User Management' highlighted. The table has a search bar and a 'Restore Grid Layout' link. The table columns are: Last Name, First Name, Email, Club Director, Staff, Player, and Actions. The first row of data shows a user named Borgen, CeCelia, with email ccjborgen@yahoo.com. The 'Staff' checkbox is checked, and the 'Actions' column contains an 'Invite' link.

Last Name	First Name	Email	Club Director	Staff	Player	Actions
Borgen	CeCelia	ccjborgen@yahoo.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Invite